

City of Lowell
Job Description
Please Post: September 11, 2015
Deadline: September 25, 2015
Health & Human Services Department
Temporary Clerk

Job Title: Temporary Clerk (2500-TP, 2195)
Department: Health & Human Services
Reports To: Director of Health & Human Services, Deputy Director of Finance & other designated personnel
Salary: \$11.00 per hour – GRANT FUNDED

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Investigates records, files and other information resources to obtain necessary information.
Classifies information according to office procedures.
Writes, types, or enters information into computer to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another.
Proofreads records or forms. Verifies work to ensure accuracy. Counts, weighs, or measures materials. Sorts and files records.
Processes purchase/service orders; payroll; special department reports; data entry; word processing, etc.
Answers telephone, conveys messages, and runs errands.
Photocopies documents.
Performs related duties as required.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Applicants must have at least (6) months to (1) year office experience; ability to type (30) WPM, data entry and arithmetic computation skills.
Pleasant telephone mannerism and tact dealing with the public; ability to handle multiple tasks as well as follow direction both oral and written.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ September 25, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer